

NOVATION AGREEMENT

The Department of Commerce Energy Office, an agency of the government of the State of Arizona; the Department of Administration, an agency of government of the State of Arizona; and the Department of Transportation, an agency of the government of the State of Arizona, enter into this agreement as of:

8/30/93
(date)

1. THE PARTIES AGREE TO THE FOLLOWING FACTS:

a. The Department of Transportation has entered into a certain agreement with the Department of Commerce Energy Office, namely: JPA 93-87+92-33 dated 6 July 1993. The term "agreement" as used in this agreement, means the above agreement, including all modifications thereto before the effective date of this agreement (whether or not performance and payment have been completed and accepted or if the Department of Transportation or the Department of Commerce Energy Office has any remaining rights, duties, or obligations under this agreement).

b. The Department of Administration is in a position to fully perform all obligations that may exist under the agreement, and has by virtue of this agreement assumed all obligations and liabilities of the Department of Commerce Energy Office relating to the agreement. It is consistent with the Department of Transportation's interest to recognize the Department of Administration as the successor party to the agreement.

2. IN CONSIDERATION OF THESE FACTS, THE PARTIES AGREE THAT BY THIS AGREEMENT:

a. The Department of Commerce Energy Office confirms the transfer to the Department of Administration, and waives any claims and rights against the Department of Transportation that it now has or may have in the future in connection with the agreement.

b. The Department of Administration agrees to be bound by and to perform the agreement in accordance with the conditions contained in the agreement, and assumes all obligations and liabilities of, and all claims against, the Department of Commerce Energy Office under the agreement as if the Department of Administration were the original party to the agreement.

c. The Department of Administration ratifies all previous actions taken by the the Department of Commerce Energy Office with respect to the agreement, with the same force and effect as if the action had been taken by the Department of Administration

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Department of Commerce Energy Office and the Department of Administration

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d. The Department of Transportation recognizes the Department of Administration as the Department of Commerce Energy Office successor in interest in and to the agreement. The Department of Administration by this agreement becomes entitled to all rights, titles and interests of the Department of Commerce Energy Office in and to the agreement as if the Department of Administration were the original party to the agreement.

e. Except as expressly provided in this agreement, nothing in it shall be construed as a waiver of any rights of the Department of Transportation against the Department of Commerce Energy Office.

f. All payments and reimbursements previously made by the Department of Transportation to the Department of Commerce Energy Office, and all other previous actions taken by the Department of Transportation under the agreement, shall be considered to have discharged those parts of the Department of Transportation's obligations under the agreement. All payments and reimbursements made by the Department of Transportation after the date of this agreement in the name of or to the Department of Administration shall have the same force and effect as if made to the the Department of Commerce Energy Office, and shall constitute a complete discharge of the Department of Transportation's obligations under the agreement, to the extent of the amounts paid or reimbursed.


g. The Department of Commerce Energy Office and the Department of Administration agree that the Department of Transportation is not obligated to pay or reimburse either of them for, or otherwise give effect to, any costs, taxes, or other expenses, or any related increases, directly or indirectly arising out of or resulting from the transfer or this agreement, other than those that the Department of Transportation, in the absence of this transfer or agreement would have been obligated to pay or reimburse under the terms of the agreement.

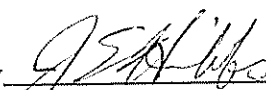
h. The agreement shall remain in full force and effect, except as modified by this agreement.

3. EACH PARTY HAS EXECUTED THIS AGREEMENT AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

Department of Commerce
Energy Office

Department of Administration

By 
DAVID GUTHRIE
Deputy Director

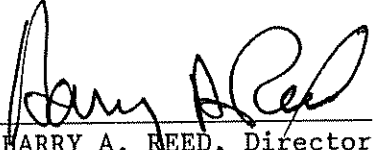
By 
J. ELLIOTT HIBBS
Director

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Department of Commerce Energy Office and the Department of
Administration

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Department of Transportation

By 
HARRY A. REED, Director
Transportation Planning

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A. G. Contract No. KR93 1238TRN
ECS File: JPA 93-87
Project: CM-900-0(77)/H3319 02X
Section: Capitol Rideshare FY94

INTERAGENCY SERVICES AGREEMENT
BETWEEN

THE DEPARTMENT OF TRANSPORTATION
AND

THE DEPARTMENT OF COMMERCE ENERGY OFFICE

THIS AGREEMENT is entered into 6 July, 1993,
pursuant to the provisions of Arizona Revised Statutes Section
35-148, between agencies of the STATE OF ARIZONA, to wit; the
DEPARTMENT OF TRANSPORTATION acting by and through its
TRANSPORTATION PLANNING DIVISION DIRECTOR (the "DOT"), the
DEPARTMENT OF COMMERCE - ENERGY OFFICE, acting by and through
its DEPUTY DIRECTOR (the "AEO").

I. RECITALS

1. The DOT is empowered by Arizona Revised Statutes
Section 28-108 and 28-112 to enter into this agreement and has
by resolution, a copy of which is attached hereto and made a
part hereof, resolved to enter into this agreement and has
delegated to the undersigned the authority to execute this
agreement on behalf of the DOT.

2. The AEO is empowered by Arizona Revised Statutes
Section 41-1504 to enter into this agreement and has authorized
the undersigned to execute this agreement on behalf of the AEO.

3. Arizona State government, through various programs,
has devoted significant effort towards a Phoenix metropolitan
clean air environment. One successful program, historically
administered by the AEO, is the Capitol Rideshare Program (the
"Program"), which encourages and rewards state employee
carpooling and other alternative transportation methods, and
which satisfies the requirements of Arizona Revised Statute
Section 49-581 et seq. The Federal Highway Administration
supports the Program effort financially through the DOT, and
has allocated federal funds in the amount of \$180,000.00 for
FY94 (plus FY93 carryover funds) for DOT distribution in
support of the Program. The purpose of this agreement is to
define the responsibilities of the parties hereto relating to
that distribution of federal funds.

THEREFORE, in consideration of the mutual agreements expressed
herein, it is agreed as follows:

NO. <u>17806</u>
FILED WITH SECRETARY OF STATE
Date Filed <u>07/06/93</u>
<u>Richard Mahoney</u> Secretary of State
By <u>Vicky V. Greenwood</u>

II. SCOPE

1. The DOT will:

a. Within 15 days after receipt and approval of invoices, reimburse the AEO for the reasonable costs associated with the performance and administration of the Program. The total amount of the reimbursements contemplated under this agreement is \$180,000.00 (plus FY93 carryover funds).

b. The DOT may advance funds in support of the Program under the provisions of Arizona Revised Statute Section 35-148 A.

2. The AEO will:

a. During the period 1 July 1993 through 30 June 1994, provide all required matching funds, and perform and accomplish administration of the Program generally in accordance with the Program Workplan and Program Objectives, which are attached hereto as Exhibit A and made a part hereof.

b. Provide ADOT with monthly narrative progress reports. Mark such reports and related documents as then may be requested by DOT, to include disclaimer statements as appropriate.

c. Invoice the DOT, no more often than monthly, for the reasonable costs associated with the performance and administration of the Program.

III. MISCELLANEOUS PROVISIONS

1. This agreement shall remain in force and effect until cancelled by either party or other competent authority, and shall expire on 30 June 1994. Exhibit A to this agreement may be amended as appropriate by the written agreement of the parties hereto. In the likely event the responsibility for the performance and administration of the duties contemplated under this agreement is transferred to a different state agency, this agreement may be novated, by written agreement of the parties involved. Should the Program not be completed, be partially completed, or be completed at a lower cost than the amount DOT paid, or for any other reason should any of these funds not be expended, a proportionate amount of the federal funds provided under this agreement shall be reimbursed to the DOT.

2. This agreement shall become effective upon filing with the Secretary of State.

3. This agreement may be cancelled in accordance with Arizona Revised Statutes Section 38-511.

4. The provisions of Arizona Revised Statutes Section 35-214 are applicable to this agreement.

5. In the event of any controversy which may arise out of this agreement, the parties hereto agree to abide by required arbitration as is set forth in Arizona Revised Statutes Section 12-1518.

6. All notices or demands upon any party to this agreement shall be in writing and shall be delivered in person or sent by mail addressed as follows:

Arizona Department of Transportation
Joint Project Administration
205 South 17 Avenue, Mail Drop 616E
Phoenix, AZ 85007

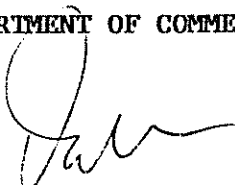
Arizona Department of Commerce
Energy Office Director
3800 North Central Avenue, Suite 1200
Phoenix, AZ 85012

7. Attached hereto and incorporated herein is the written determination of legal counsel that the parties are authorized under the laws of this state to enter into this agreement and that the agreement is in proper form.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

STATE OF ARIZONA

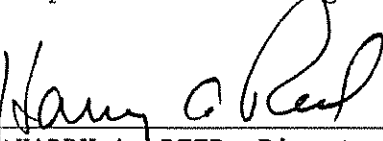
DEPARTMENT OF COMMERCE

By 

DAVID GUTHRIE
Deputy Director

DEPARTMENT OF TRANSPORTATION

Transportation Planning Division

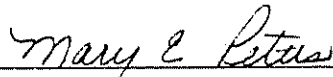
By 

HARRY A. REED, Director
Transportation Planning

RESOLUTION

BE IT RESOLVED on this 9th day of June 1993, that I, the undersigned LARRY S. BONINE, as Director of the Arizona Department of Transportation, have determined that it is in the best interests of the State of Arizona that the Department of Transportation, acting by and through the Transportation Planning Division, to enter into an agreement with the Arizona Department of Commerce - Energy Office for the purpose of defining responsibilities for the pass through of federal funds for the Energy Office to administer the FY 1994 Capitol Rideshare Program.

Therefore, authorization is hereby granted to draft said agreement which, upon completion, shall be submitted for approval and execution by the Director, Transportation Planning Division.



LARRY S. BONINE
Director



STATE OF ARIZONA

OFFICE OF THE ATTORNEY GENERAL

GRANT WOODS
ATTORNEY GENERAL

1275 WEST WASHINGTON, PHOENIX 85007-2926

MAIN PHONE : 542-5025
TELECOPIER : 542-4085

INTERGOVERNMENTAL AGREEMENT
DETERMINATION

A. G. Contract No. KR93-1238-TRN, an agreement between public agencies, has been reviewed pursuant to A.R.S. §11-952, as amended, by the undersigned Assistant Attorney General who has determined that it is in the proper form and is within the powers and authority granted to the State of Arizona.

No opinion is expressed as to the authority of the remaining parties, other than the State or its agencies, to enter into said agreement.

DATED this 30th day of June, 1993.

GRANT WOODS
Attorney General

A handwritten signature in black ink, reading "James R. Redpath", written over a horizontal line.

JAMES R. REDPATH
Assistant Attorney General
Transportation Section

Capitol Rideshare Workplan

July 1993 - June 1994

Arizona Department of Commerce Energy Office
3800 North Central Avenue, Suite 1200
Phoenix, Arizona 85012

Jack Haenichen, Energy Director
Kayelen Bishop, Program Manager
(602) 280-1410

Status of 1992-1993 Objectives

Capitol Rideshare had a very successful year. More than 2,080 state employees are now registered in 1,004 car pools, representing an increase of 24% over April, 1992 and meeting our 1992-1993 goal of having 1,735 state employees in 844 car pools. Even with six purges of the entire system since records of the number of car poolers began being tracked in 1986, the number of car poolers is now more than 267% of the 567 car poolers who were registered in June of 1986!

The Commuter Club has received considerable attention from state employees, and membership increased dramatically this year. The Commuter Club was originally developed in fiscal year 90-91 as a response to four benefits listed by state employees on the first year Travel Reduction Survey as benefits which would inspire them to use alternate modes of transportation. Now into its third year of operation, the Commuter Club has 2,889 members, representing an increase of 23% over April, 1992, and is still experiencing dramatic growth each month. As per our 1992-93 workplan, Capitol Rideshare surveyed our membership during their 1992-93 renewal.

Commuter Club members still receive the following benefits:

Free Rides Home in Case of Emergency: A private cab company is still providing rides home to state employees who either become ill at work, have an ill family member or are stranded at work by their car pool partner leaving early.

Employer Rewards: Staff is in the process of producing our 1993-94 coupon book *Special Offers from Valley Businesses Who Care About Clean Air* which offers discounts to members of the Commuter Club.

Extra Lead Time on Reserving State Vehicles: Staff, in cooperation with the Department of Administration, is continuing our program whereby Commuter Club members can reserve DOA motor pool cars with ten days notice instead of the usual maximum seven days.

Special Parking: Capitol Rideshare continues to offer preferential parking to state employees who car pool more than three days a week. As we hoped in our 1992-93 work plan, Capitol Rideshare requested that Department of Administration Director J. Elliott Hibbs incorporate enforcement of Capitol Rideshare preferential parking into the leases of some privately-owned buildings leased by the state. In July, the Department of Administration said they would recommend to leasing agencies a clause to be included that provides for a specified number of Rideshare spaces in the parking areas of leased buildings where it is practical.

State employees have also indicated strong support for subsidized bus passes on the Travel Reduction Surveys. In 1987, the Arizona State Legislature passed ARS 41-786 allowing the state to reimburse its employees for public transportation expenses. Although rules were drafted for this program's implementation, the legislature never provided any funding. This year, Capitol Rideshare continued encouraging state employees who call in to complain about the lack of subsidized bus passes to write to their legislators requesting that the legislature fund subsidized bus passes. As a result of one of these letters, Senator Chuck Blanchard requested information on subsidized bus passes, and we updated our 1991 estimate of the cost of subsidizing bus passes for all state employees. This same information was recently requested by and provided to Representative Lela Steffey who may introduce bus subsidy legislation during the next legislative session.

Capitol Rideshare also learned this year from an informal Attorney General's opinion that the rules for subsidizing bus passes for state employees did not allow for state agencies to subsidize bus passes out of their own budgets. This is true despite the fact that the Concise Explanatory Statement for the rules said that these rules were written in permissive enough language to allow agencies to use their own funding to subsidize bus passes.

Also as per our 1992-93 workplan, Capitol Rideshare attempted to work with the Department of Administration to incorporate Phoenix Transit's "Bus Card Plus" program into our payroll system. Through a long and complicated process outlined in detail in our monthly reports, Capitol Rideshare pursued multiple avenues to attempt to get Bus Card Plus legislation introduced. Capitol Rideshare has received assurances from the Department of Administration that following the 1993 legislative session, DOA will be open to meeting with Capitol Rideshare to pursue possible legislation for the 1994 session. In the meantime, the Grand Canyon Credit Union at 1558 West Jackson, an ADOT facility at 1655 West Jackson and at the Phoenix City Square site all continue to sell bus passes and tickets to state employees.

As per our 1992-93 workplan, Capitol Rideshare worked with the Department of Administration to publicize and draft rules to administer the new options for flextime allowed by SB 1217. In November, Capitol Rideshare met with representatives of the Department of Administration and gave them a draft letter to be signed by J. Elliott Hibbs publicizing the new flextime options to agency directors. As of this writing, the Department of Administration was moving the memorandum through the proper channels, but had not yet approved it.

This year, the Clean Air Force "Don't Drive One in Five" was again four months, and again we had an overwhelming response. This year staff had great success soliciting prize donations from private companies and gave away more than 75 donated prizes! We received an average of 2,615 coupons a month, a 38% increase over the 1991-92 campaign. State agencies competed in the four size categories each month and winners for the entire campaign were given trophies at our Clean Air Reception in April. During this four-month effort, state employees avoided driving more than 1,000,000 miles, prevented the release of more than twenty-one tons of air pollutants and saved more than 53,000 gallons of gasoline.

Rideshare information was disseminated in many different ways this year. In addition to the van pool brochures, bus books and Clean Air and DASH shuttle posters we disseminated, we have produced and distributed three issues of *The Coordinator's Update* and five issues of *the Drive Line* and have sent news releases out to other state publications four times this fiscal year.

Literature displays continue to be maintained in fifteen buildings housing state employees. One payroll enclosure was enclosed with October paychecks and the other in late April. Additionally, Capitol Rideshare has continued to produce and distribute new employee packets which have now been disseminated to personnel directors representing virtually all of the state agencies in Maricopa County, and Capitol Rideshare continues to provide materials to the Department of Administration for employee orientations.

Capitol Rideshare also continued to encourage state employees to bike to work by helping employees who want to bike to work maintain places to store their bicycles.

Staff continued networking, through participation in the Clean Air Force working group, the Governor's Bicycle Task Force, the Women's Transportation Seminar and the Association for Commuter Transportation. Staff shares information with other employers operating rideshare programs. Additionally, staff has worked closely with Phoenix Transit to provide information about state employees' desires as reflected on the Travel Reduction Survey.

Telecommuting has been an important focus of the Capitol Rideshare Program. This year, the program was expanded within the pilot program agencies, and recommendations were made to the governor to expand the program into new agencies. On February 19, 1993, Governor Symington issued an Executive Order officially establishing the State of Arizona Telecommuting Program. All state agencies, boards and commissions are now authorized to participate in this program on a phased-in basis. Governor Symington recently requested the directors of the Supreme Court and the Departments of Transportation and Revenue to participate in this program by agreeing to conduct a six-month pilot within their agencies and then expand the program if the results are positive. Staff continues to improve telecommuting training materials for upper management, supervisors and telecommuters.

In April, staff administered the fourth year travel reduction surveys. This year, the Maricopa County Board of Supervisors has required that employers conduct separate travel reduction surveys at each site with more than 75 employees. This year, we surveyed 17,434 employees at 32 sites. We solicited the help of Governor Fife Symington to send a letter to all Agency Directors asking them to appoint a Travel Reduction Survey Coordinator. With the help of these coordinators and Capitol Rideshare's close accounting of the surveys, we were able to attain an impressive 81% response rate. The surveys were submitted to Maricopa County for processing, and the results will be returned to us in June, at which time we will prepare our fourth annual Travel Reduction Plan, as required by the 1988 Air Quality Bill.

Program Objectives for July 1993 - June 1994

The Program Objectives section includes ten goals and our strategies to accomplish these goals. Capitol Rideshare estimates that our program will save state employees over 7.11 million miles and the Valley 132 tons of pollution (86 tons of Carbon Monoxide, 17 tons of NOX, 24 tons of Hydrocarbons and 5 tons of Particulates) this fiscal year, and those savings do not even include potential future savings from such Capitol Rideshare programs as the expansion of the telecommuting program (discussed in Goal 5), the promotion of alternate work schedules including "9-80's" (discussed in Goal 6) or such possible future bus programs as Bus Card Plus and subsidized bus passes (discussed in Goal 7).

1. Work more closely with agency rideshare coordinators; recruit and train coordinators as needed.

Capitol Rideshare will continue to produce and distribute *The Coordinator's Update*, a quarterly newsletter for agency rideshare coordinators. The newsletter has been popular with coordinators and will continue to provide information about upcoming events and rideshare, travel reduction and air quality news.

Capitol Rideshare will continue to recruit new coordinators to replace departing coordinators.

Capitol Rideshare will again conduct our annual combination workshop and appreciation event for coordinators. At this event, staff will review policies and procedures; train new coordinators; conduct a question and answer session and distribute gifts of appreciation (if the budget allows) and a program evaluation for coordinators to complete and return.

2. Improve and expand upon methods of disseminating travel reduction information to all state employees, including new hires, in Maricopa County.

Capitol Rideshare staff will continue to promote car pooling, van pooling, bus riding, walking, bike riding, etc. to state employees by distributing information about alternate modes, publicizing special programs like the DASH and HOV lanes, and educating state employees on gasoline conservation and air pollution.

In December of 1992, Capitol Rideshare made a special arrangement with the Department of Emergency and Military Affairs to include the 150 federal employees working at the agency's site on McDowell Road in the Capitol Rideshare program along with the 144 state employees working there who already are eligible for Capitol Rideshare's education and benefits. Capitol Rideshare and the agency agree that the Capitol Rideshare program will be more effective in this agency if all the employees at the site are able to receive the rideshare benefits.

Capitol Rideshare staff will continue to provide all state employees in Maricopa County with *The Drive Line* rideshare newsletter using the same distribution network as the State of Arizona's *Highlights* publication. Capitol Rideshare will maintain last year's format and frequency of *The Drive Line*, distributing a two or sometimes four-page *Drive Line* six times a year instead of a six-page *Drive Line* four times a year.

Capitol Rideshare will have two payroll enclosures this year one of which will relate to the Clean Air Campaign.

Capitol Rideshare will provide the editors of state agency newsletters with at least four articles about ridesharing, the Clean Air Campaign, the travel reduction program and related issues and will distribute news releases to state and local publications when appropriate.

Capitol Rideshare will continue to work with agency rideshare coordinators to maintain literature displays in fifteen buildings. Capitol Rideshare will conduct random inspections of all rideshare displays to insure that they are being properly maintained.

Capitol Rideshare will continue to distribute rideshare packets to all newly hired employees with the help of Department of Administration personnel and state agency personnel divisions.

3. Continue to provide individualized rideshare assistance and to keep the data base updated.

Capitol Rideshare staff will continue to update the data base monthly. Staff will also continue to provide car pool matchlists, van pool information and assistance, bus route information and bike route and safety information to state employees promptly and cheerfully.

Capitol Rideshare intends to have 2,185 state employees registered in 1,054 car and van pools by June 30, 1994, representing an increase of 5%.

4. Maintain benefits and incentives for the Capitol Rideshare Commuter Club and work to continue to expand membership.

Any state employee in Maricopa County who uses an alternate commute mode at least twice a week qualifies for membership to the Capitol Rideshare Commuter Club and is entitled to the following benefits:

Employer Rewards--Capitol Rideshare will work with last year's coupon book publishers and other Valley merchants to develop and distribute 1993 and 1994 *Offers from Valley Businesses That Care About Clean Air* coupon book and will distribute them to Commuter Club members in the summers of 1993 and 1994.

State Vehicles for Appointments--Capitol Rideshare will continue to work with the Department of Administration motor pool to allow Commuter Club members to reserve their state vehicles ten days in advance instead of the usual seven days allowed all other state employees.

Special Parking--Capitol Rideshare will continue to provide preferential parking at most state buildings for Commuter Club members who car pool at least three times a week. Staff will continue to have close contact with Facilities Management and Capitol Police regarding the misuse of preferential parking places at state-owned facilities.

Staff will continue to work with the Department of Administration to incorporate the allotment and enforcement of Capitol Rideshare preferential parking spaces into the leases of some privately-owned buildings leased by the state.

Additionally, staff will continue to provide the Department of Administration and property managers with up-to-date lists of valid parking permits, to insure that adequate parking is available wherever possible and lost or stolen permits are reported to Capitol Police so violators can be spotted.

Emergency Transportation--Capitol Rideshare will continue to distribute vouchers for an Emergency Ride Home to Commuter Club members to use if they become ill at work, have an ill family member or have a car pool driver who strands them at work.

Once again, Capitol Rideshare will set up a table beside Capitol Complex bus stops at least twice over the next year to recruit new members for the Commuter Club. We believe the more bus riders we have in our data base, the more accurate our numbers will be and the more people we will have as an audience when the time comes to give them good news, for example about Bus Card Plus or subsidized bus passes, which are discussed in Goals 6 and 7.

5. Expand the telecommuting program to other state agencies.

Funding for the vast majority of this objective is provided by the Department of Commerce Energy Office. It is mentioned here because telecommuting is a significant travel reduction strategy and is presented to agencies as part of the State's travel reduction program, Capitol Rideshare. The Capitol Rideshare administrator will spend a small percentage of time coordinating with the administrator of the telecommuting program.

As mentioned earlier in this workplan, Governor Symington has issued an Executive Order establishing the State of Arizona Telecommuting Program. He has also asked that the Department of Agriculture, Tourism and Commerce, Department of Education, Department of Health Services, Department of Justice, Department of Labor, Department of Transportation, Department of Veterans Affairs, Department of Wildlife Conservation, Department of the Secretary of State, and Department of the Governor participate in the program. Staff will work with these agencies to conduct a pilot program pilot and, if successful, expand the program throughout the agencies. Once these programs are up and running, staff will request that the governor ask additional directors to participate in the program.

Staff will establish a task force comprised of agency telecommuting program coordinators to support each new telecommuting program and will share information about telecommuting with the public and private sectors.

6. Work with the Department of Administration to publicize and draft rules to administer the new options for flextime allowed by SB 1217.

Capitol Rideshare will continue to work with the Department of Administration to find ways to allow additional employees to work new flextime options like 9 80's. According to the Department of Administration, the Fair Labor Standards Act does not allow FLSA covered employees to work more than 40 hours in any one week without being compensated at a rate of time and one-half.

In the meantime, Capitol Rideshare will continue to urge DOA to approve and send the letter drafted for H. Elliott Hibbs' signature to agency directors informing them of the new flextime options available to some employees. Currently, only those employees not covered by the FLSA can work a 9 80 schedule.

7. Work with the Department of Administration to incorporate Phoenix Transit's "Bus Card Plus" program into our payroll system and to draft legislation allowing for subsidized bus passes.

Capitol Rideshare continues to receive complaints from state employees who are angry because city- and county-employed friends on their bus routes enjoy half-priced bus passes from their employers. Staff will work with Department of Administration to draft and work with the necessary parties to introduce legislation in the 1994 session which will provide for the administration of a Phoenix Transit program called Bus Card Plus in combination with the introduction of subsidized bus passes. Bus Card Plus is a program by which bus patrons can be billed for actual transit usage through payroll deductions.

8. Coordinate the state's participation in the Clean Air Force "Don't drive one in five" campaign.

Capitol Rideshare will again take part in this year's effort to educate employees about air pollution and to urge them to try alternate modes of transportation and to change their commuting habits.

Prior to the Clean Air Campaign, Capitol Rideshare will conduct a Clean Air Representative Workshop and meet with other members of the employer task force.

Staff will once again participate in and help promote among state employees the campaign efforts which include, but are not limited to, the following activities at various special events.

Internally, staff will distribute letters from the Governor to agency directors urging participation and will distribute information about air pollution and the importance of individual contributions to improving air quality. Staff will maintain the state agency competition with four categories (large, medium-sized, small and very small agencies). Staff will once again obtain prizes from local businesses to be drawn for agency representatives and state employee participants. Finally, staff will plan a Governor's Clean Air Reception in April of 1994 to honor winning agencies and recognize clean air representatives.

9. Prepare and administer the state's fourth travel reduction plan and administer the fifth travel reduction survey.

In June of this year, Capitol Rideshare will receive the computerized tabulation from the travel reduction surveys administered in April, as required by the 1988 Air Quality Bill. The Air Quality Bill requires every major employer in Maricopa County to implement a Travel Reduction Plan that will reduce the number of single passenger commute trips or miles to their work sites by an average of 5% each year.

In April of 1992, we conducted our third travel reduction survey to assess current and preferred commuting modes for our employees in Maricopa County. We used those results, and the comparison of those results to our second year results, in compiling our current Travel Reduction Plan for the State of Arizona. The fourth-year survey will again measure any changes that have occurred and will help us predict incentives that will increase participation in rideshare programs, and we will use this information to write the 1993 Travel Reduction Plan.

In January, 1994, staff will work with each agency to get an accurate employee count by building in order to prepare for receipt of the fifth year Travel Reduction Surveys. In February, Capitol Rideshare will once again seek the assistance of the Governor's office in asking agency directors to appoint a survey representative to assist staff in conducting the survey. In March, staff will sort the surveys, train the representatives, prepare detailed instructions and a letter to accompany each survey, and will hand deliver the surveys to Travel Reduction Survey representatives at each agency. In April, the Maricopa County Travel Reduction survey will be conducted again, and the findings of that survey will be used to write the 1994 Travel Reduction Plan.

A significant amount of time will be spent in this area to explore the possibility of new strategies if the program expands and transfers to a Department of Administration Office of Intermodal Programs.

10. Continue community network participation.

Staff will continue to work with and assist in any way possible the Regional Public Transportation Council, the Valley Bicycle Task Force, the city, the county and other local governments and Valley businesses.

Products and Services

1. Coordinator Relations

The Coordinator's Update, workshop and appreciation event, training and evaluation materials, gifts of appreciation (if the budget allows), correspondence, daily contact, coordinator list.

2. Information Dissemination

The Drive Line, materials for literature display racks, payroll enclosures, articles for agency newsletters, brochures, assorted Capitol Rideshare literature, new employee rideshare packets.

3. Individual Assistance

Matching applications, van pool information, bus route information, bike route and safety information, bike buddies data base, parking permits, information cards, stationery, envelopes, clean up letters, data base updates and deletions.

4. Commuter Club Incentives

Membership cards, membership applications, emergency ride home vouchers and letters, coupon books, advance notice for state vehicle use, preferential parking passes, preferential parking signs, information cards on car pooling to accompany membership, explanatory letters, Commuter Club member survey.

5. Telecommuting Program

Handbooks, training materials, training sessions, folders, policies, working agreements, fact sheets, attitude surveys, survey results, and Telecommuting Coordinator Committee meetings.

6. Flextime

Flextime promotional materials including a letter to all agency directors from J. Elliott Hibbs and possibly *Drive Line* articles.

7. Bus Card Plus

Memos and other educational materials for legislature.

8. Clean Air Campaign

Selection of agency representatives, representative workshop, training materials, promotional items, flyers, posters, coupons, Governor's letter, agency director's letter, prizes, kick-off event, agency-sponsored events, thank you reception, prize drawing, trophies and trophy engraving.

9. Travel Reduction Plan

Selection of agency survey representatives, survey instructional materials, Governor's letter to agency directors, director's letter to employees, survey delivery and collection, analysis of survey results, written plan.

10. Community Network Participation

Monthly reports will reflect activity.

... indicates ongoing tasks; X indicates major events now scheduled

1993

1994

[illegible]

Staffing

The Capitol Rideshare staff will include one 85% manager, one full-time administrator, one full-time assistant, and one 80% time secretary.

The administrator (100% FTE) plans and coordinates marketing efforts, organizes special events, writes and designs literature, prepares correspondence, writes press releases for outside publications, submits monthly reports to the program manager, works with Phoenix Transit and the Regional Public Transportation Authority, makes presentations to agency Rideshare coordinators, Clean Air Representatives and Travel Reduction Survey coordinators, coordinates Travel Reduction surveys, prepares the state's Travel Reduction Plan, coordinates car pool parking with the Department of Administration (DOA) parking services and Capitol Police, assists applicants with permits in the absence of the assistants, works with local businesses to obtain donations for the state's clean air challenge drawing, works with the Department of Administration and others to draft and pass legislation beneficial to state employees who use alternate modes of transportation and maintains a network of community transportation contacts.

The rideshare assistant (100% FTE) helps plan and coordinate special events; helps produce promotional materials; assists applicants with matchlists and parking permits; adds to and updates the data base, answers requests for information on alternate commute modes; works with DOA parking services and Capitol Police; and distributes newsletters, payroll enclosures and other materials to state employees.

The secretary (20% FTE) assists with large projects and special events and provides clerical support to the program. The program manager (15% FTE) directs, works with and supervises staff.

Level of Effort by Objective

Objective	Program Manager (85%)		Secretary (80%)	
	<u>% of time</u>	<u>hours</u>	<u>% of time</u>	<u>hours</u>
Coordinator Relations	1	18	5	84
Information Dissemination	15	268	25	419
Individual Assistance	1	18	6	101
Commuter Club Incentives	1	18	30	504
Telecommuting Program	0	0	0	0
Flextime	2	36	1	16
Bus Card Plus	5	89	1	16
Clean Air Campaign	10	178	20	335
Travel Reduction Plan	60	1068	10	168
Network Participation	5	89	2	34
	<hr/>	<hr/>	<hr/>	<hr/>
	100	1782	100	1677

Program Equipment

Capitol Rideshare property includes a WYSE terminal, and an ATD 2400 baud modem (both owned by the RPTA) which are connected to the Rdestar computer and an Okidata printer and buffer. This equipment enables staff to provide matchlists and other ridesharing information promptly. Capitol Rideshare also owns modular furniture for one work station, two computer terminals and a laminating machine. Other office equipment used by staff is Department of Commerce Energy Office property.

Progress Reporting, Billing

The administrator submits monthly reports to the manager and to the Arizona Department of Transportation within ten days following each month. Reports list activities and accomplishments working toward the year's objectives and include product samples and spreadsheets reflecting numbers of poolers and Commuter Club members, estimated resulting fuel and pollution savings and related information.

Additionally, the administrator and manager meet with representatives of the Arizona Department of Transportation and Federal Highway Administration once a year to give an update on the progress of the program.

The Department of Commerce accounting division prepares monthly invoices which are submitted to ADOT with the monthly progress reports.

Coordination

To coordinate the rideshare and travel reduction related efforts of this region, Capitol Rideshare will participate in a Maricopa Association of Governments (MAG) Rideshare Working Group. One representative from each of the following entities will participate on the Working Group: the Arizona Department of Commerce Energy Office, the Arizona Department of Environmental Quality, the Arizona Department of Transportation (ADOT), the Maricopa County Travel Reduction Program (TRP) and the Regional Public Transportation Authority (RPTA). The Federal Highway Administration will also receive all Working Group mailings so they will be informed of the activities of the Working Group.

It is anticipated that the Rideshare Working Group will meet on a quarterly basis unless additional coordination is necessary. The progress reports developed by the implementing agencies (Arizona Department of Commerce Energy Office, Maricopa County TRP, and RPTA) for the Congestion Mitigation Air Quality Improvement Program funds will be forwarded to ADOT, and copies of these reports will be provided to MAG.

Level of Effort by Objective

Objective	Rideshare Admin. (100%)		Rideshare Assist. (100%)	
	<u>% of time</u>	<u>hours</u>	<u>% of time</u>	<u>hours</u>
Coordinator Relations	2	41	10	210
Information Dissemination	44	922	25	525
Individual Assistance	6	126	30	629
Commuter Club Incentives	3	63	5	105
Telecommuting	3	63	1	20
Flextime	2	41	1	20
Bus Card Plus	10	210	1	20
Clean Air Campaign	15	315	20	420
Travel Reduction Plan	12	252	4	84
Network Participation	3	63	3	63
	<hr/>	<hr/>	<hr/>	<hr/>
	100	2096	100	2096

Capitol Rideshare
 Budget, July 1993 - June 1994
 Accounting Format
 Arizona Department of Commerce Energy Office

Personnel Services

Salaries	101,301	
ERE	23,299	
Travel	2,000	
Subtotal		126,600

Equipment	3,500	
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Other Operating

Advertising *	3,000	
Postage	1,400	
Telephone	6,000	
Insurance	500	
Office Rental	11,680	
Printing **	19,000	
Equipment Maintenance	1,500	
Office Supplies	2,720	
Organizational Dues	400	
Education, Training	400	
Registration Fees	1,000	
Audit	500	
Subscriptions	300	
Subtotal		48,400

Emergency Ride Home ***	1,500	
Indirect	0	

Total		180,000
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Revised

* Preferential parking signs, trophies, plaques, awards, reception invitations, certificates, ceremonies, events, film, film developing, display units, promotional items, etc.

** Posters, fact sheets, newsletters, brochures, payroll enclosures, matching applications, permits, new employee packets, coupon books, coupons, entry slips, etc.

*** For information only, not to be used for budgeting purposes.

Capitol Rideshare
 Budget, July 1993 - June 1994
 Accounting Format
 Arizona Department of Administration

Personnel Services

Salaries	101,301
ERE	23,299
Travel	2,000

Subtotal	126,600
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Equipment	23,334
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Other Operating

Advertising *	3,000
Postage	1,400
Telephone	6,000
Insurance	500
Office Rental	3,680
Office Modifications	8,000
Printing **	19,000
Equipment Maintenance	1,500
Office Supplies	2,720
Organizational Dues	400
Education, Training	400
Registration Fees	1,000
Audit	500
Subscriptions	300

Subtotal	48,400
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Emergency Ride Home ***	1,500
Indirect	0

Total	199,834
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* Preferential parking signs, trophies, plaques, awards, reception invitations, certificates, ceremonies, events, film, film developing, display units, promotional items, etc.

** Posters, fact sheets, newsletters, brochures, payroll enclosures, matching applications, permits, new employee packets, coupon books, coupons, entry slips, etc.

*** If this incentive is not extended, the money will be used for printing.

Revised October 27, 1993

Estimated Expenditures FY 1993-94

Objectives	FHWA	Energy	Total
1. Coordinator Relations	\$ 6,439	\$ 0	\$ 6,439
2. Information Dissemination	51,795	0	51,795
3. Individual Assistance	15,172	0	15,172
4. Commuter Club Incentives	19,027	0	19,027
5. Telecommuting Program	1,512	60,000	61,512
6. Flextime	2,538	0	2,538
7. Bus Card Plus	8,605	0	8,605
8. Clean Air Campaign	25,155	0	25,155
9. Travel Reduction Plan	44,137	0	44,137
10. Network Participation	<u>5,620</u>	<u>0</u>	<u>5,620</u>
TOTAL	\$180,000	\$60,000	\$240,000

For the most part, general operating expenses such as rent, telephone, postage, etc. have been spread across all objectives based upon the level of staff support for each objective.

Because of transition issues and money being held in reserve to support a possible transition, Capitol Rideshare was unable to accurately estimate FY 1992-93 expenditures by objective.